

## Update: 2023 W-2 and 1095C Paperless Option

December 5, 2023

Reference Number: NFC- 1701725922

Dear Customer,

This is an update to the notification provided on November 15, 2023. The National Finance Center (NFC) is encouraging all employees to choose the paperless option for their 2023 Internal Revenue Service (IRS) Form W-2, Wage and Tax Statement, and 1095-C Form, Employer-Provided Health Insurance Option.

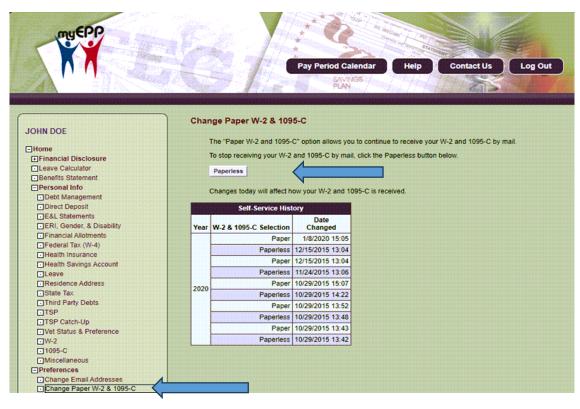
The paperless option can be accessed through the Employee Personal Page (EPP). A feature has been added in EPP under the Preferences tab called "Change Paper W-2/1095-C" to enable employees to opt out of the paper option. The deadline has been extended from December 1 to **December 16**. Employees wishing to make this election must do so by 11:59 p.m. central standard time (CST) on December 16. If no election is made employees will receive a mailed copy of both forms.

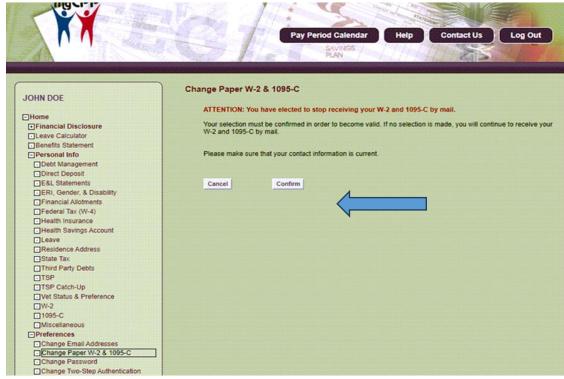
A popup message was added to the Employee Personal Page (EPP) to prompt employees to opt out of having their W-2/1095-C mailed. The reminder will be displayed every time users who have not signed up for the paperless option for W-2 and 1095-C log in to EPP applications. The message will be displayed after the user confirms the Address Verification pop-up.

If an employee has already opted out no action is needed. The employee will remain in the same status of paperless delivery.

Below you will see an example of how to opt out of receiving paper copies of both W-2/1095-C.

## **HOW TO OPT OUT OF HAVING YOUR W-2 & 1095-C MAILED**





Authorized Agency representatives with questions concerning this notification should contact the NFC Contact Center at 1-855-632-4468 or the ServiceNow Customer Service Portal at:

- Federated Users: <a href="https://nfcbsm.servicenowservices.com">https://nfcbsm.servicenowservices.com</a>
- Non-Federated Users: <a href="https://nfcbsm.servicenowservices.com/sp\_ess">https://nfcbsm.servicenowservices.com/sp\_ess</a>